



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 4-3-83	1. Agency Address Georgia Ports Authority Administration Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 79-5-A	
Application Number 100		Date Received APR 11 1983	Date Completed MAY 10 1983
2. Person to Contact Carol Moseley		Working Title Administrative Assistant	Telephone Number 964-3869
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 79-5-A Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1976		5. Records Series Title (followed by title used in office, if different) Overtime Listing File	
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created? The Director of Administration assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Personnel, Safety and Training, Port Police, Reproduction/Communications Department, Claims Department. Maintains liaison with labor attorney and keeps staff advised of any new labor laws and acts.	
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: A breakdown of hours worked; straight time, overtime, holiday, vacation, etc. Included are: Listing of overtime hours by division and a payroll analysis report for hourly paid employees. (Pay L 18 and Pay 12 D respectively)	
File is arranged:		Chronologically	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>4</u> ; Seven to twelve months old <u>4</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>varies</u> ?	
9. Annual Rate of Accumulation of Records		Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 box</u>	

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Privacy Act
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	n/a	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? It is a computer printout.

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 4 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | 2 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference requirements -- 4 years.

29CFR 1602.31 - 2 years.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold 4 _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) NOTE:

In the event a charge of discrimination is filed, or an action brought by the EEO Commission or the U.S. Attorney General, these records must be retained until final disposition of the charge or action.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	3/5/83		4-83
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		5-83
	Secretary of State/Designee		5/3/83
	Attorney General/Designee		5-83



APPLICATION FOR RECORDS RETENTION SCHEDULE

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OFFICE OF THE SECRETARY OF STATE
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RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 5-1-79	1. Agency Address Georgia Ports Authority Post Office Box 2406 Savannah, Georgia 31402 Administration Division	Application Number 79-5-A	
Application Number 64		Date Received MAY 4 1979	Date Completed MAY 30 1979

2. Person to Contact: Charles E. Steed
Working Title: Director of Administration
Telephone Number: 912-964-1721

3. Action Requested

- a. ☐ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☒ Amend Application No. 61 & 79-5 Check One: ☐ Change; ☒ Supersede; ☐ Void

4. Dates of Series
Earliest Latest

1976 To Date

5. Records Series Title (followed by title used in office, if different)

Overtime Listing File

6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

The Director of Administration assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Personnel, Safety and Training, Port Police and Reproduction/Communications Departments. Maintains liaison with labor attorney and keeps the staff advised of any new labor laws and acts.

7. Record Series Description This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.
Documents relating to: A breakdown of hours worked; straight time, overtime, holiday, vacation, etc.

included are: Listing of overtime hours by division and a payroll analysis report for hourly paid employees.

File is arranged: Printouts are arranged chronologically, current date on top. Information on printouts is arranged by division.

8. Monthly Reference Rate How often are records referred to which are:
One to six months old 4; Seven to twelve months old 4; Thirteen to twenty-four months old 0; twenty-five months and older 0?

9. Annual Rate of Accumulation of Records
Letter-size drawers n/a; Legal-size drawers n/a; Shelves n/a; Other (specify) 1 legal box

		a. Is this the official copy of the series? If not, where is it?
x		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Privacy Act
	x	c. Is this a vital record?
x		d. Does this series have historical or long term research value?
	n/a	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	x	f. Is the information contained in this series ever published? If yes, attach copy.
x		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
x		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	x	i. Is this series (or a major portion of it) regularly microfilmed?
	x	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	4 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	5-29-79
		Secretary of State/Designee	5-24-79
		Attorney General/Designee	5-29-79



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1-04-79	1. Agency Address Georgia Ports Authority Administration Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 79-5	
Application Number 61		Date Received JAN 19 1979	Date Completed APR - 9 1979
2. Person to Contact Charles E. Steed		Working Title Director of Administration	Telephone Number 964-1721, 249
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1976		5. Records Series Title (followed by title used in office, if different) Overtime Report File (Pay L 20; Pay 12 D)	
Latest To Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Administration assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Personnel, Safety and Training, Port Police and Reproduction/Communications Departments. Maintains liaison with labor attorney and keeps the staff advised of any new labor laws and acts.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: A breakdown of hours worked; straight time, overtime, holiday, vacation, etc. included are: Listing of overtime hours by division and a payroll analysis report for hourly paid employees.			
File is arranged: Printouts are arranged chronologically, current date on top. Information on printouts is arranged by division.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>4</u> ; Seven to twelve months old <u>4</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>n/a</u> ; Legal-size drawers <u>n/a</u> ; Shelves <u>n/a</u> ; Other (specify) <u>1 legal box</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Privacy Act
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Long term
	n/a	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Pay L 20 copied to Operations Division, EPM Division, Port Police Dept.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other six months then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	11-9-79	Carol Thompson	1-9-79

State Records Committee (Signature)		Date
State Auditor/Designee		4-4-79
Secretary of State/Designee		4-9-79
Attorney General/Designee		4-4-79

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)